

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

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JAMES A. NOYES, Director

ADDRESS ALL CORRESPONDENCE TO:  
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IN REPLY PLEASE **PJ-1**  
REFER TO FILE:

August 29, 2002

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**ACTON/AGUA DULCE LIBRARY PROJECT  
AWARD AGREEMENT  
SUPERVISORIAL DISTRICT 5  
SPECS. 6525; C.P. 77453  
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND THE  
COUNTY LIBRARIAN THAT YOUR BOARD:**

1. Award and authorize the Director of Public Works to execute an agreement with Tetra Design Inc. to provide consultant services for the Acton/Agua Dulce Library Project for a not to exceed fee of \$156,713 to be funded by C.P. 77453, and establish the effective contract date following receipt of insurance certificates filed by the consultant.
2. Approve planning of the County's projects for the Library Construction Bond Act program at 0.5-square-foot per capita.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The project will consist of constructing an approximately 10,000-square-foot one-story library to serve the library service needs of the Acton/Agua Dulce community based on population projections through the year 2020.

Public Library plans to apply for matching grant funds under the California Library Construction Bond Act of 2000 for the project. As part of the grant application process, the applicant is required to prepare and submit various planning and design documents,

including a community needs assessment, library plan of service, building program, engineering surveys, and a conceptual design. Under the proposed agreement, Tetra Design Inc. will complete these documents. The Fiscal Year 2002-03 Capital Projects budget provides funds for the initial costs associated with preparing and submitting the grant application. Public Library expects to submit the grant application in January 2004.

The size of this facility is based on a projected 2020 service area population using a space planning factor of 0.5-square-foot per capita, which was applied to all of the County's Library Bond Act projects. This planning standard is higher than the one approved by your Board for Public Library's Developer Fee Program in 1998. However, it is based on the work done by Public Library's building consultant in association with the Countywide library facilities needs assessment reported to your Board in April 2001. The consulting study assisted Public Library in developing general service level guidelines and was done in preparation for project applications under the Library Bond Act Program. This space-planning factor is more consistent with Public Library's current facility planning practices. It is also considered to be a more appropriate standard for the Bond Act Program since it is in line with statewide best practices and would support a more competitive grant application.

It would therefore be appropriate for your Board to endorse the 0.5-square-foot per capita standard for the Acton/Agua Dulce Library Project and all of the County's Library Bond Act projects.

### **Implementation of Strategic Plan Goals**

This action is consistent with the County's Strategic Plan Goal of Service Excellence as the proposed library will provide improved library service to the Acton/Agua Dulce community and will address the projected library needs in this community to the year 2020. This action is also consistent with the Goal of Children and Families' Well-Being as the proposed library will provide educational facilities and programs for enhancing educational/workforce readiness.

### **FISCAL IMPACT/FINANCING**

The recommended agreement with Tetra for consultant services is for a not to exceed fee of \$156,713. Sufficient funding is currently available in the Fiscal Year 2002-03 Capital Projects budget to fund the award of the agreement and to cover the initial project costs

associated with preparing and submitting the grant application, including project management and consultant services.

The total project cost, including land acquisition, plans and specifications, plan check, construction, equipment, consultant services, miscellaneous expenditures, County services, and library materials, is currently estimated at \$4,910,000. A total project cost estimate and funding plan will be finalized and presented to your Board for approval prior to submitting the grant application to the State.

For projects that are awarded grant funds, the State will provide 65 percent (or \$2,460,000) of the total grant eligible costs estimated to be \$3,790,000. Eligible costs include land acquisition and site development; design and construction; furniture, fixtures, and equipment; and related planning and management costs. The County is required to commit local matching funds for the remaining 35 percent of the total eligible costs estimated to be \$1,330,000, as well as fund other noneligible costs, including a start-up cost of approximately \$1,120,000 for library materials. Additionally, the annual operating costs for the new library will be approximately \$1,200,000.

Under the provisions of the State Library Construction Bond Act, your Board will be required to approve the project, certify the local matching funds, and commit to operating the library for the next 40 years prior to submittal of the grant application. Public Library does not expect to have the available funds within its operating budget to pay for the increased annual operating cost for the new facility.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The California Library Construction Bond Act of 2000 was approved by California voters as Proposition 14 in March 2000 and provides \$350,000,000 in State bond funds for grants on a 65 percent State and 35 percent local matching basis. Local library jurisdictions may apply for construction grant funds under the Bond Act to build new library facilities. The grants will be awarded on a competitive basis in three application cycles, of which the deadline for the first cycle has passed. The deadlines for the two remaining cycles are March 28, 2003, and January 16, 2004, respectively. To allow sufficient time to complete the required planning, design, and environmental documents and to ensure a strong application package, the County is planning to submit a grant application for the Acton/Agua Dulce Library Project for the January 16, 2004, third funding cycle deadline. The State is expected to take approximately six months to review grant applications and award grant funds.

At this time there is no specific location for the Acton Library. The acquisition of any land parcel for the library will be reported separately for Board action.

A standard agreement for the consulting services, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, Tetra is willing to consider Greater Avenues for Independence Program participants for future employment.

Tetra is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Services Program).

#### **ENVIRONMENTAL DOCUMENTATION**

Awarding this agreement will have no environmental impact. The appropriate environmental documentation will be completed and presented to your Board for approval prior to submitting the grant application to the State.

#### **CONTRACTING PROCESS**

On November 13, 2001, the Architectural Evaluation Board recommended 21 firms to perform as-needed architectural/engineering services for potential library projects identified by your Board for Library Construction Bond Act applications. On February 21, 2002, Public Works issued a Request for Proposals to these 21 firms. Of the 21 firms, 9 submitted proposals for consideration. The proposals were evaluated by a panel of members from Public Library and Public Works based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. The evaluation was done without regard to race, creed, color, or gender. On March 11, 2002, Public Works and Public Library selected and ranked the five best qualified firms. Tetra was determined to be the firm best qualified for this project.

On February 3, 1998, your Board requested that contract opportunities be listed on the Office of Small Business website. However, this contract opportunity was not listed on the website because the AEB's evaluation process was used. The AEB evaluation process was established by your Board to ensure that firms are selected on an equitable and

impartial basis to provide the recommended design and consultant services. Public Works uses the Office of Small Business website to offer general consultant opportunities, and the AEB supplements its business listing of architectural firms from website information.

Tetra has agreed to provide the services for a not to exceed fee of \$156,713. This fee includes preparation of a community needs assessment, library plan of service, building program, geotechnical and topographical surveys, preparation of the grant application, and a conceptual design to meet the State Library Bond Act grant application requirements. The fee also includes additional and reimbursable services, which will only be used if additional work is requested and approved by Public Works. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended agreement as this agreement is for non-Proposition A services.

Tetra's fee schedule, Community Business Enterprise participation data, and three-year contracting history are on file with Public Works.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no negative impact on current County services or projects during the performance of the recommended services.

The Honorable Board of Supervisors  
August 29, 2002  
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**CONCLUSION**

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects), Public Library, and Public Works.

Respectfully submitted,

JAMES A. NOYES  
Director of Public Works

DAVID E. JANSSEN  
Chief Administrative Officer

MARGARET DONNELLAN TODD  
County Librarian

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cc: County Counsel  
Department of Public Social Services (GAIN Program)